

Flat Cutter Operator

- Provides support to Bindery with cut material to help manufacture book.
- "Lays Out" job to be cut on the trimmer machine.
- Inputs information determined by sheet images into trimmer computer.
- Removes paper stacks ("lifts") from skids and places them in trimmer to cut job.
- Cuts blank paper for the Sheetfed Press.
- Operates stacker by taking paper from trimmer and loading into stacker; this paper is stacked onto another skid.
- Completes a Daily Production Report, reflecting jobs that have been cut.
- Performs preventative maintenance of the flat cutter machine.
- Performs clean-up of machine area..
- Assist with training others as needed.
- Maintaining satisfactory attendance to adequately staff equipment and maintain productivity.

PREFERRED SKILLS

- 2 - 3 years Bindery experience as an operator or prior trimmer experience
- Printing Industry experience
- Experience as a lead & or directing a crew

REQUIRED SKILLS

- Good reading comprehension
- Basic math skills including calculation of decimals/fractions
- Must be able to use a ruler and calculator
- High degree of initiative and attention to detail needed
- Mechanical skills
- Machine operating experience
- Basic computer skills
- Self-discipline and self-motivation preferred.

EDUCATION

- High School Diploma or GED preferred

Please send me your resume for immediate consideration or come in and fill out an application for a possible on the spot interview.

Christy Bowman
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